

## NH FIRST TIME MANAGEMENT – AGENCY USER GROUP ASSIGNMENTS

USER TYPE	SECURITY ACCESS FORM REQUIREMENTS:
<b>Time Reporter</b> <ul style="list-style-type: none"> <li>• Default assignment for most users (all those who are not Time Approvers).</li> <li>• Provides access only to their own time and leave</li> </ul>	Form not needed unless LBI report access is required. Sample Text: "LBI reports for Time Management required for [insert agency/division number]", OR, "Agency-wide LBI reports required for Time Management" *
<b>Time Approver</b> <ul style="list-style-type: none"> <li>• Assigned when a user has direct reports and needs to approve their time and leave requests.</li> </ul>	Complete a form for each user needing to approve time. Sample text: "Time Approver ability needed in Time Management". See above notes about requesting LBI reports if needed.
<b>Time Proxy</b> <ul style="list-style-type: none"> <li>• Assigned to personnel who are part of the core payroll team</li> <li>• Grants the Time Admin/Time Proxy bookmark and is only needed if a user is responsible for making proxy assignments</li> </ul>	Complete a form for each user needing to have Time Proxy abilities. Sample text: "Time Proxy ability needed in Time Management". See above notes about requesting LBI reports if needed.
<b>Payroll Admin</b> <ul style="list-style-type: none"> <li>• Assigned to personnel who are part of the core payroll team</li> <li>• Provides the user with the ability to view, change, approve or reject timecards and leave requests for all users in their agency; along with the ability to reopen closed timecards.  <i>[NOTE: this ability can be restricted to an agency or a division within an agency, but we are not able to grant access to multiple divisions or multiple agencies. A future upgrade is planned to allow for multiple agencies/divisions].</i> </li> </ul>	Complete a form for each user needing Payroll Admin permissions in the NH FIRST portal. Sample text: "Payroll Admin permissions needed in Time Management". See above notes about requesting LBI reports if needed. NOTE: Form must be signed by a person with Payroll Power of Attorney for that agency.

When completing a security access form, use the OTHER box on page two. There is no need to check any boxes for financial roles. For existing financials users, note that *in the case of Time Management*, a new form WILL NOT override an old form. Financial roles need not be re-checked and existing financials access will not be changed. A Time Management related forms must be signed by a person with payroll Power of Attorney.

\*LBI Reports can either be restricted to one specific division within an agency, OR to an entire agency. At this time multiple divisions cannot be assigned to one user.

NH FIRST Security Access Form location: <http://sunspot.nh.gov/DASManualProcedures/Documents/AccessForms/NHFirst-AgencyAccessRequestForm.pdf>